
PI Dashboard User Guide

Release 4

Labor Effort Report

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC



GW Business Intelligence
- turning GW data into actionable insight -

Labor Effort Report - Release 4

- Shows the percent of effort spent by an employee on a given award based on Banner HR Labor Distributions.
- Also includes the percent of effort spent on teaching and on other awards within the same pay period.
- Labor Distributions are broken down by PICT code, pay number, Banner Index and Position Number.
- Accessible through the PI Dashboard's More Tools tab:
<http://research.gwu.edu/pi-dashboard-visualizations>

If you are accessing the site remotely, click the link to sign into VPN first then return to the PI Dashboard.

The screenshot shows a Firefox browser window displaying the PI Dashboard website. The address bar shows the URL research.gwu.edu/pi-dashboard. The page features a navigation menu with tabs for ABOUT, SPONSORED PROJECTS, PI DASHBOARD (selected), COMPLIANCE, ENTREPRENEURSHIP, TECHNOLOGY TRANSFER, and NEWS. Below the navigation, a breadcrumb trail reads "You are here: Home / PI Dashboard". A left sidebar contains a list of links: HOME PAGE, VISUALIZATIONS, SUMMARY & DETAIL REPORTS, TRAINING MATERIALS, DATA DICTIONARY, FREQUENTLY ASKED QUESTIONS, and FEATURES UNDER DEVELOPMENT. The main content area is titled "PI Dashboard" and includes a welcome message: "Welcome to the Principal Investigator (PI) Dashboard!". It explains that the dashboard provides personalized award information and is secured. A list of required information for access is provided: Full Name and GW NetID. A note states that users with access can use their GW NetID credentials. A red box highlights the URL <https://vpn.gwu.edu/> as the link to sign into VPN first. At the bottom, there is a section for "Interactive Visualizations" with a legend for Deficit, Encumbrance, Actual, and Balance.

Click the Interactive Visualizations link or image.

FW PI Dashboard | Office of the Vice Preside... +

research.gwu.edu/pi-dashboard

FREQUENTLY ASKED QUESTIONS

FEATURES UNDER DEVELOPMENT

tools to make more informed project decisions by viewing financial and human resources information about awards at summarized and detailed levels.

Due to the sensitive nature of the PI Dashboard's data, access is secured and must be granted for each individual user. To request access to the PI Dashboard, please send an email to pidash@gwu.edu with your:

- Full Name
- GW NetID

Those who already have access may use their GW NetID credentials whenever prompted to log in.

If you are accessing this page from outside of the GW network, you must establish a secure VPN connection before being able to log into the PI Dashboard. Please visit this page to sign into VPN first: <https://vpn.gwu.edu/>

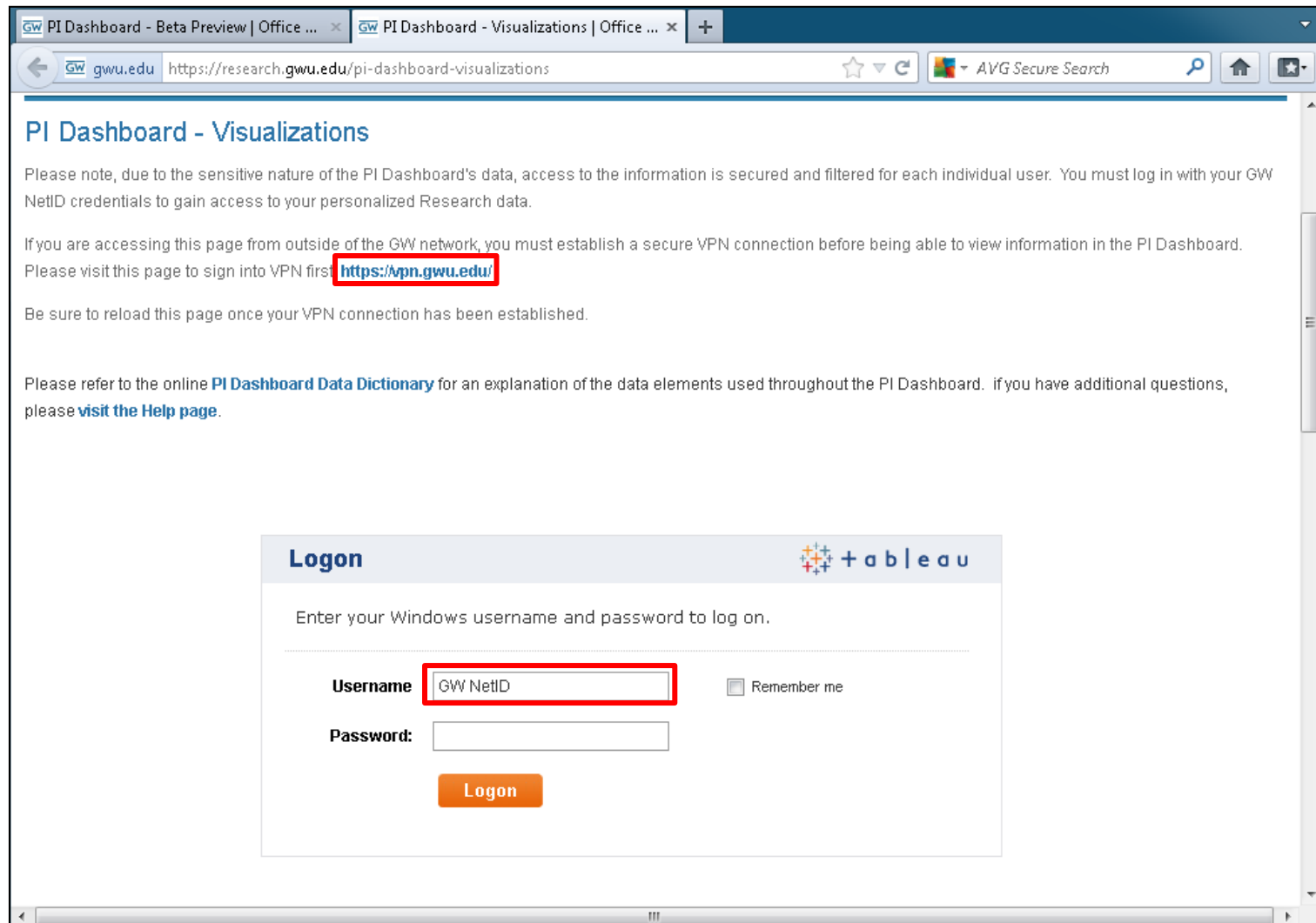
University Libraries Resources

Interactive Visualizations

Expenditure Category	Actual	Encumbran...	Balance (Deficit)	Burn Rate
COMPENSATION	\$166,752.05	\$0.00	(\$1,947.05)	101.18%
CONVERSION	\$0.00	\$0.00	\$4,000.00	0.00%
FRINGE BENEFITS EXPENSE	\$41,477.95	\$0.00	\$9,209.05	81.83%
INDIRECT COSTS	\$139,320.79	\$0.00	\$4,693.21	96.74%
SERVICES	\$17,500.00	\$0.00	(\$17,500.00)	0.00%
STUDENT SUPPORT	\$14,222.94	\$0.00	\$17,379.06	45.01%
SUPPLIES	\$4,133.70	\$0.00	\$7,441.30	35.71%
TRAVEL	\$7,732.16	\$0.00	\$20,584.82	27.31%
TRAVEL-DOMESTIC	\$42,110.45	\$0.00	(\$42,110.45)	0.00%
TRAVEL-FORIGN	\$1,748.91	\$0.00	(\$1,748.91)	0.00%
Grand Total	\$434,998.97	\$0.00	\$1.03	100.00%

Interact with charts and graphs that feature an overview list of your awards, plus the ability to view a breakdown of award expenditure details with the percent spent of each expenditure category's budget.

When a new window opens, sign in with your GW NetID credentials. If you do not see a login prompt, connect to VPN and then reload the page.



The screenshot shows a web browser window with the URL <https://research.gwu.edu/pi-dashboard-visualizations>. The page title is "PI Dashboard - Visualizations". The main content area contains the following text:

Please note, due to the sensitive nature of the PI Dashboard's data, access to the information is secured and filtered for each individual user. You must log in with your GW NetID credentials to gain access to your personalized Research data.

If you are accessing this page from outside of the GW network, you must establish a secure VPN connection before being able to view information in the PI Dashboard. Please visit this page to sign into VPN first <https://vpn.gwu.edu/>

Be sure to reload this page once your VPN connection has been established.

Please refer to the online [PI Dashboard Data Dictionary](#) for an explanation of the data elements used throughout the PI Dashboard. If you have additional questions, please [visit the Help page](#).

Below the text is a "Logon" form with the Tableau logo. The form includes the following fields and elements:

- Instruction: "Enter your Windows username and password to log on."
- Username field: Contains "GW NetID", highlighted with a red box.
- Remember me checkbox: Unchecked.
- Password field: Empty.
- Logon button: Orange button labeled "Logon".

To view Labor Effort report: click the “More Tools” tab, then click the check mark beside “Labor Effort”.

Click this tab to view other related reports

PI Dashboard

More Tools

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More Tools



These links will take you to a separate GW site where you can log in with your GW NetID

Logged in as:
ead.gwu.edu/louyang



Summary and Detail Reports

Access summary and detail information in a table format. Reports show a list of awards at the summary level with the ability to drill down into details on budget, encumbrances, and actuals.



Monthly Run Rate


What is an award's average monthly expenditure and when will the budget run out?



Labor Effort

What percent of a person's labor distribution was paid from an award?

Once you choose the Labor Effort button, another window will open and you will be asked to login using your NetID and password.

Log on [Help](#) 

Please type your credentials for authentication.

Namespace:
GW_NetID

User ID:

Password:

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in many jurisdictions worldwide. Other product
and service names might be trademarks of IBM or
other companies.

After logging in, you will be prompted to select a PI from the list (**required**). You have the option to pick from the Award Status (**optional**) box. Next, click “**View Awards**”.

The screenshot displays the 'Labor Effort' web interface. At the top left is the logo for 'THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC' and 'DATA WAREHOUSE'. The page title is 'Labor Effort Prompt Page 1'. A red box highlights the instruction 'Please select Principal Investigator (required):'. Below this is a list of Principal Investigators with 'Doe, John' selected. A red box highlights the 'View Awards >>' button next to the selected name. Below the list are 'Select all' and 'Deselect all' links. Another red box highlights the instruction 'Select Award Status (optional) and click View Awards>>'. Below this is a selection box with four options: 'ACTIVE' (checked), 'AT_RISK', 'CLOSED', and 'ON_HOLD'. 'Select all' and 'Deselect all' links are also present at the bottom.

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WASHINGTON, DC

DATA WAREHOUSE

Labor Effort
Prompt Page 1

Please select Principal Investigator (required):

- * Doe, John
- Doebel, Hartmut
- Doering, Michael
- Doherty, Steven
- Dolling, David
- Donaldson, Robert
- Donnelly, Richard
- Donnels, Linda
- Dopkins, Stephen
- Dor, Avi
- Doroslovacki, Milos

[View Awards >>](#)

[Select all](#) [Deselect all](#)

Select Award Status (optional) and click View Awards>>

- ACTIVE
- AT_RISK
- CLOSED
- ON_HOLD

[Select all](#) [Deselect all](#)

Select the **P/T/A** that you would like to view the Labor Effort for. Note: This prompt is used to narrow down the list of employees paid from an award. Select **Pay Calendar Year/s** and the **Month/s**. Then, click **“Next”**.

Select P/T/A (required):

- 10003/15/CCNS00012N Sample Award 12
- 10005/41/CCLS00017F Sample Award 17
- 10005/42/CCLS00015F Sample Award 15
- 10005/43/CCLS00014F Sample Award 14
- 10005/44/CCLS00013F Sample Award 13
- 10005/6/XXS00078N Sample Award 78
- 10011/1/CCLS00088F Sample Award 88
- 10011/13/CCLS00051F Sample Award 51
- 10011/14/CCLS00065F Sample Award 65
- 10011/16/CCLS00064F Sample Award 64

[Select all](#) [Deselect all](#)

Select Pay Calendar Year/s (required):

- 2015
- 2014
- 2013
- 2012
- 2011

[Select all](#) [Deselect all](#)

Select Pay Calendar Month/s (optional):

- Jan
- Feb
- Mar
- Apr
- May
- Jun
- Jul
- Aug
- Sep
- Oct
- Nov
- Dec

[Select all](#) [Deselect all](#)

Cancel **Next >**

Select the Employee/s that you would like to see Labor Effort for. Tip: Depending on the number of Labor Distributions, the report may take a long time to run. Selecting less employees from the list and limiting the months will speed up the performance. **Include Bonus Distributions is set to “Exclude” by default. Click “Finish”.**

Labor Effort
Prompt Page 2

Please select the Employee/s who have been paid from the selected awards (required):
TIP: Depending on the number of Labor Distributions, this report may take a long time to run. Selecting less employees will speed up the performance.

* Doe, John Refresh List

Include Bonus Distributions (required):
* Include Bonuses
* Exclude Bonuses

Cancel < Back Finish

← Click Refresh List if you have changed any of the search criteria from the previous screen.

Once you click the “Finish” button, the Labor Effort report will be generated. See example below.

Keep this version | Add this report

Labor Effort
Exclude Bonuses
=DEMO=

< Return to Prompt Page

Data refreshed on: Feb 4, 2015 6:45:33 AM

Pay Calendar PCT	Pay Number and Pay Date	GWID	Last Name	First Name	Banner Index	P/T/A	Award Short Name	Position No	Position Title	Earn Code	Earn Hours	% Earned by Org
MO	6 (30-JUN-14)	GWID	Doe	John	***037	10011/1/CCLS00088F	Award Name	Position No	Position Title	REG	12.21	7.02%
						10011/8/IXXS00050N	Award Name	Position No	Position Title	REG	12.21	7.02%
					***038	32115/1/CCNS90729F	Award Name	Position No	Position Title	REG	0.97	0.56%
					***241			Position No	Position Title	REG	76.56	44.00%
					***397	10003/15/CCNS00012N	Award Name	Position No	Position Title	REG	8.7	5.00%
					***521	32115/50/IXXS90273N	Award Name	Position No	Position Title	REG	0.78	0.44%
					***522	10011/51/IXXS90348N	Award Name	Position No	Position Title	REG	19.07	10.96%
						10014/50/IXXS90346N	Award Name	Position No	Position Title	REG	7.64	4.39%
					***527	10005/45/IXXS90504N	Award Name	Position No	Position Title	REG	5.86	3.37%
					***696	10005/41/CCLS00017F	Award Name	Position No	Position Title	REG	3.9	2.24%
						10005/42/CCLS00015F	Award Name	Position No	Position Title	REG	4.89	2.81%
						10005/50/IXXS00016N	Award Name	Position No	Position Title	REG	11.45	6.58%
						10014/13/CCNS00019F	Award Name	Position No	Position Title	REG	9.76	5.61%
GWID - Total											174	100.00%

Employee Full Name:
* Doe, John

Pay Calendar Year:
* 2015
 2014
 2013
 2012
 2011

[Select all](#) [Deselect all](#)

Pay Month (optional):

Jan
 Feb
 Mar
 Apr
 May
 Jun
 Jul
 Aug
 Sep
 Oct
 Nov
 Dec

[Select all](#) [Deselect all](#)

Hide 0 Distributions:
* Yes
 No

Award Mapping and Info
 Org Roll-Up

Refresh

To hide 0% distributions, click “Yes” and “Refresh”

Please visit online resources for additional help.

- Training materials:

<http://research.gwu.edu/pi-dashboard-training-materials>

- FAQs:

<http://research.gwu.edu/pi-dashboard-help>

- Data Dictionary for the Labor Effort report:

<https://gwu.colibra.com/term/8d99fe22-ab1a-422d-9738-d45ba6c83636#!=>